M R D D A

Enterprise Management and Planning of Integrated Resources (EMPIR)

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1.0 Introduction

Welcome to the MRDDA Enterprise Management and Planning of Integrated Resources - The Enterprise Management and Planning of Integrated Resources (EMPIR) is a web-based tool. This has various components like Staffing, Inventory, Contracts, Projects, Resources, and Human Resources. The application was designed for the Department of Human Service's (DHS) of Washington DC.

Staffing - Staffing module enables you to look at employee summary at a glance, view/edit profile, submit service calls and submit reprographics request online.

Inventory - Inventory module allows you to add/delete/modify/report on assets and supplies within the EMPIR system

Contracts - Contracts module allows you to add/delete/modify contracts for procurement of products and services

Projects - Projects module allows you to add/delete/modify projects/deliverables within a contract

Resources - Resources module allows you to submit/track request for recruitment

Human Resources - Human Resources department use only

Authorized users have access to EMPIR through an Internet browser and can view/update the data.

Please contact Joe Allen, of the MRDDA Information Technology Department, if you have any questions or comments.

2.0 Logon Screen

When entering the website, the Login Screen (fig. 2.0.1) will appear to provide a secure login and prevent any unwanted intruders from entering the system. In the EMPIR system, every username that has been provided to the end user is 100% unique; meaning that there are no two (2) usernames the same.

Figure 2.0.1

2.1 Usernames and Passwords

As stated in section 2.0 Logging into the System, every username will be 100% unique. This will provide for tighter security, easier end user tracking, and increasing data integrity. However all users will be assigned a temporary password. Once into the system, the end user may change the password to anything. For security purposes, we ask that the end user select a password that is at least six (6) characters long and that has at least two (2) of the follow possibilities:

- A Capital Letter (A, B, C…)
- A Number (1, 2, 3…)
- A Character or Symbol (!, @, #...)

Also, while creating the password, please avoid using key characters such as single quotes (‘) or double quotes (“).

2.2 Access Levels

Basically EMPIR has various components like Staffing, Inventory, Contracts, Projects, Resources, Human Resources and Administration. To be secure and make it easy, every personnel see only the information what they have access to.

The following are six (6) different access levels
Administrator – Access to all modules
Contracts Specialist – Access to the Staffing, Contracts and Projects
End User – Access only to the Staffing module
Human Resources Specialist – Access to the Staffing, Human Resources
Reprographics Specialist – Access only to the Staffing module. Reprographics Specialist has access to all the Reprographics requests within the EMPIR system.
Supervisor – Access to the Staffing, Inventory, Contracts, Projects, and Resources

3.0 Navigation

Figure 3.0.1

Upon logging into the EMPIR, you will notice that the application is laid out using a tabbed interface, as shown in the figure 3.0.1.

Clicking on each tab takes you to the respective module.

Focusing on the tab let you know the scope of the module.

4.0 Staffing

Staffing module enables one to look at employee summary at glance, view/edit profile, submit service calls and submit reprographics request online.

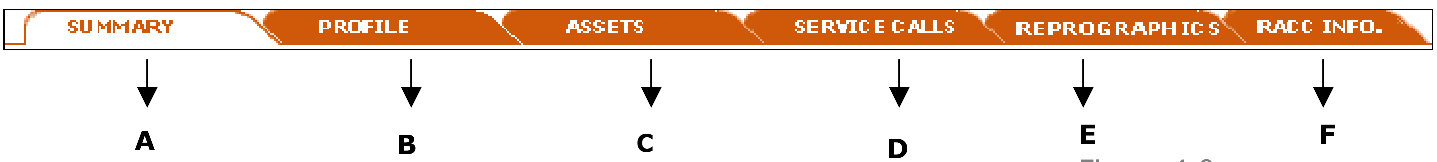


Figure 4.0

4.0 A – Employee Summary at a glance
4.0 B – User Profile
4.0 C – Assigned Assets
4.0 D – All Service calls of the user
4.0 E – All Reprographics requests of the user
4.0 F – Emergency Preparedness/Awareness Information Center

4.1 Employee Summary

This is the default screen of the staffing module. One can view at demographics, resources assigned, IT service requests, announcement, and training information as shown in the figure 4.1.

User can submit new service request/call, by clicking on the New Service Call link as shown in figure 4.1 A

User can look at the current vacancies, by clicking on the Current Vacancies link as shown in the figure 4.1 B

User can look at the sitemap, by clicking on the Sitemap link as shown in figure 4.1 C

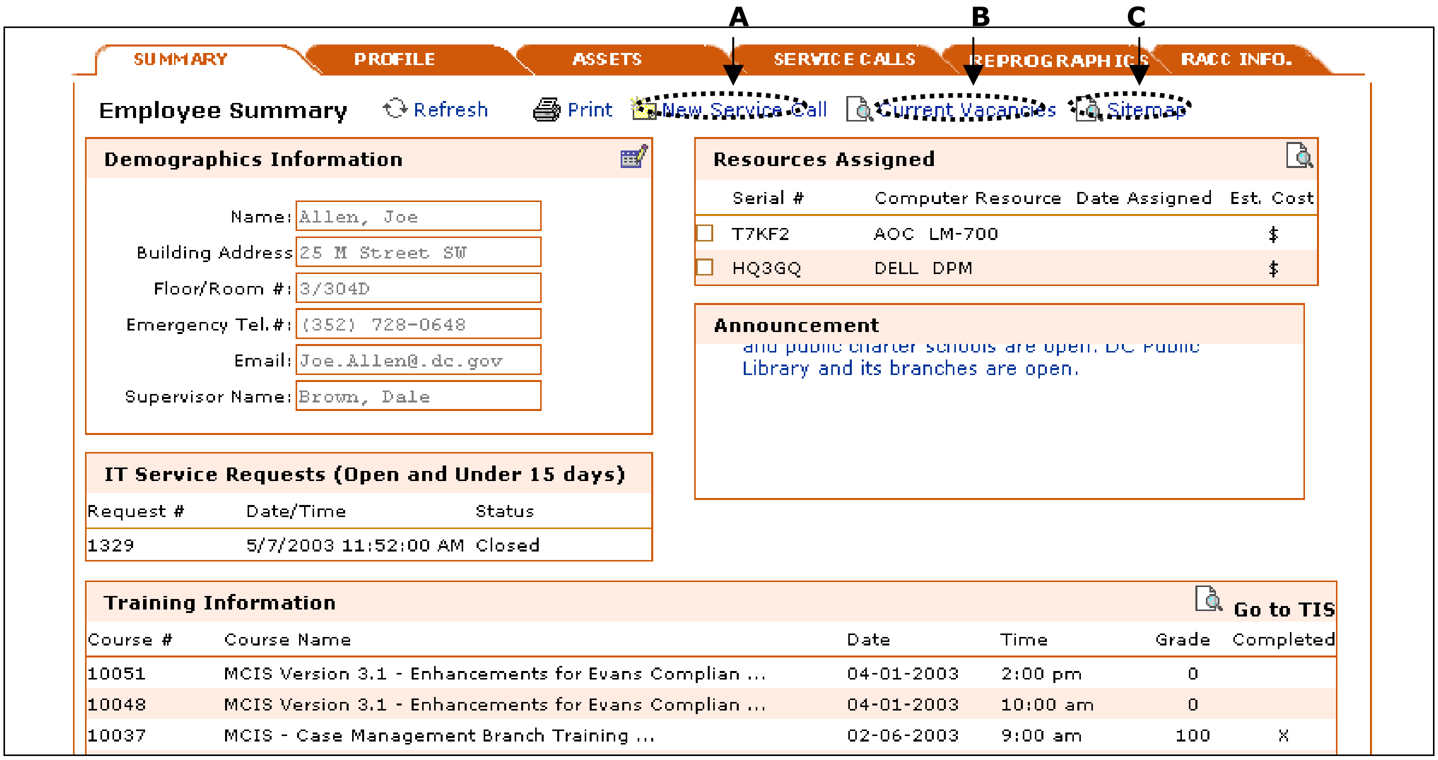
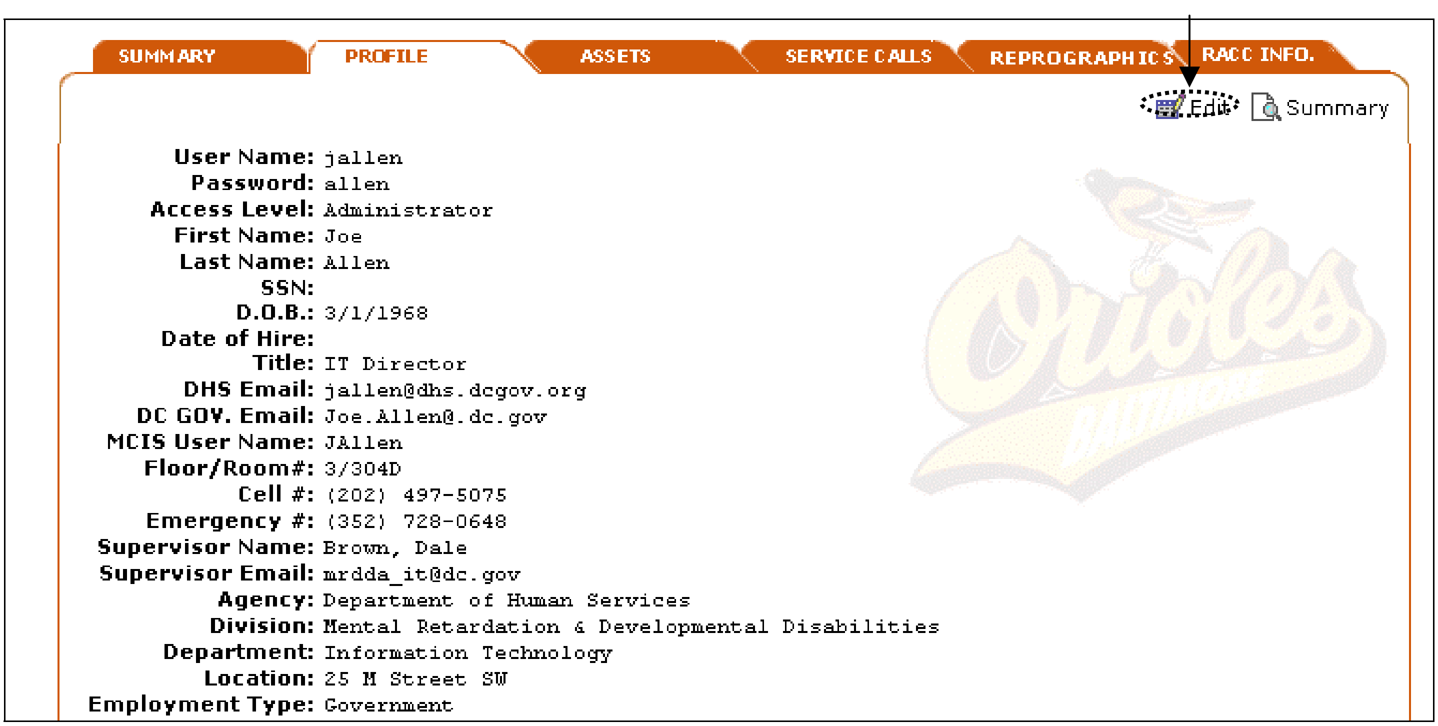


Figure 4.1

4.2 View Profile

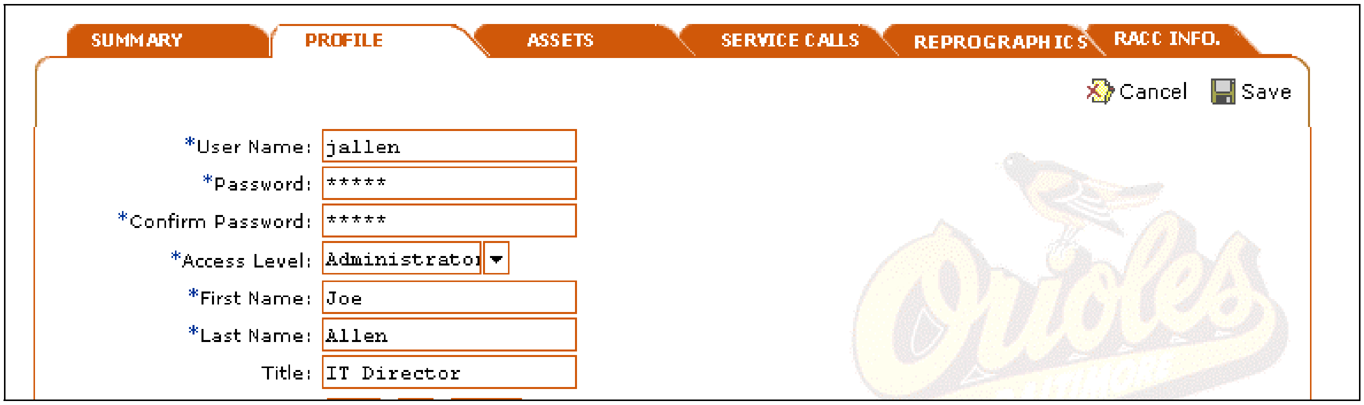
Click here to Edit Profile



The above figure is snapshot of the user profile. If the information is not up to date, you can change information by clicking on Edit icon. Click on Summary to go to the Employee Summary page.

4.3 Edit Profile

Please fill up the fields that marked with asterisk (*) and Click on **Save to save the changes** OR click on the cancel to ignore the changes.



4.4 View Assigned Assets

Click on Assets tab to view index of all assigned assets.

Select the asset and click on view to view the complete details.

Select the Asset and click on New Service call to submit service call related to the asset. OR Click on New Service call to submit service call in general.

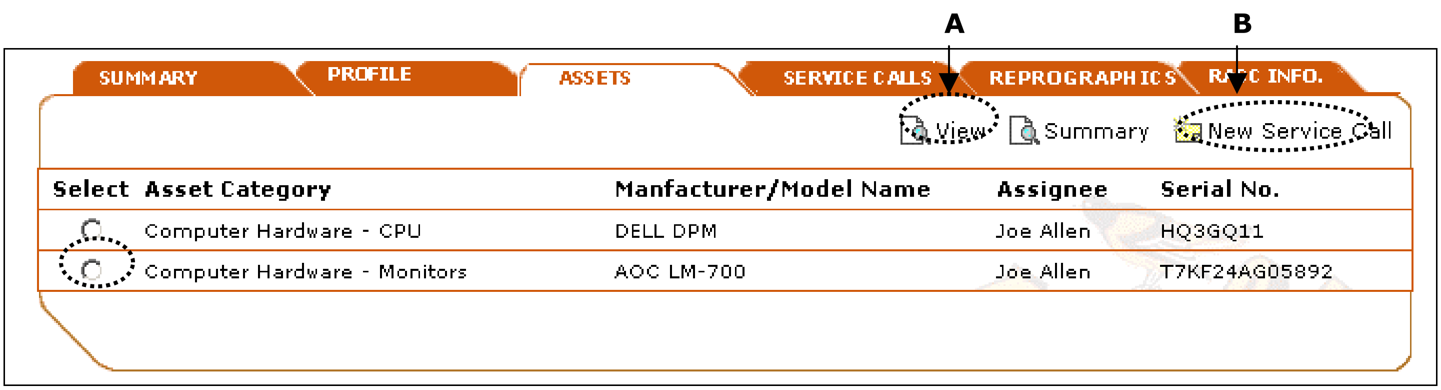
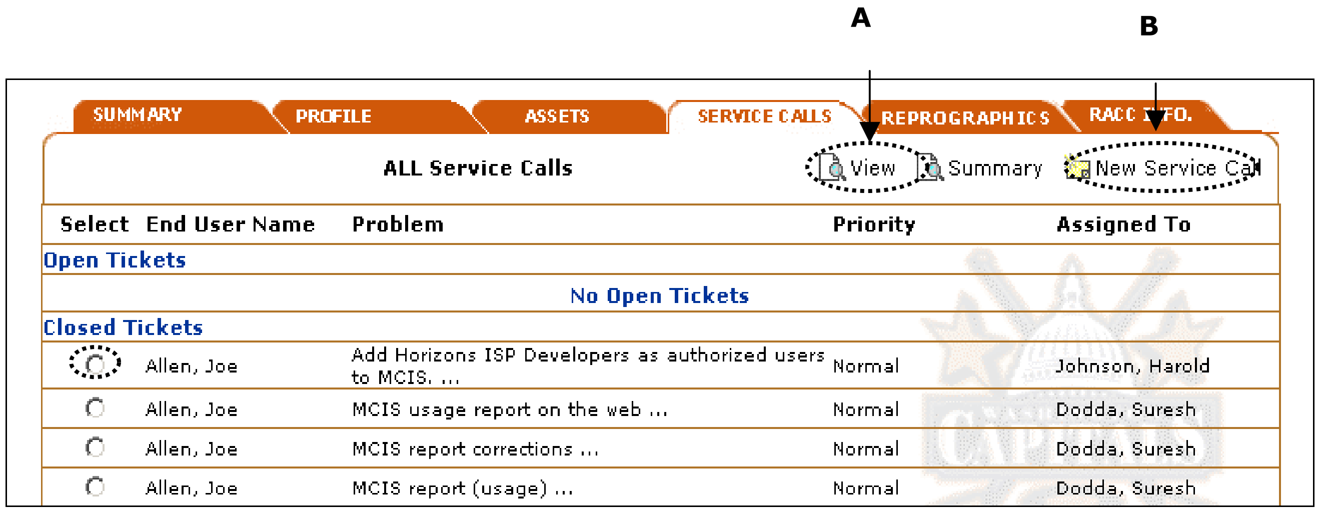


Figure 4.4

4.5 View All Service Calls

Click on Service calls tab to view index of all service calls.



Select a service request and click on view to view the complete details. You will know the resolution and completion status of the service request.

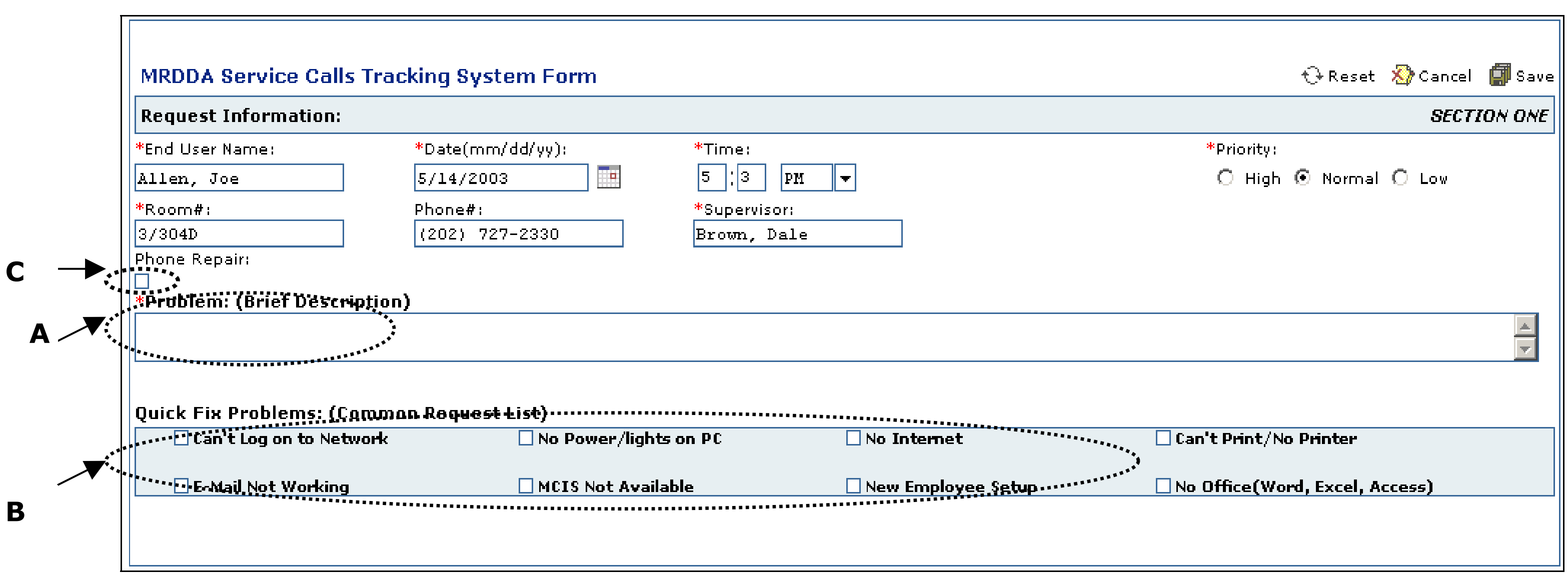
Click on New Service call to open up new service call form.

4.6 Submit New IT Service Request

User can submit new service request in couple of different ways (as shown in figure 4.1 A/4.4 A/4.5 B). This process is designed such a way that is easy for the users to submit service request from the user's computer.

In the following figure, input problem description (A) and/or select quick fix problems (B) you have any. If the issue is phone repair, please check phone repair (C) and input extension no.

Please verify the information and click on Save to submit service call to helpdesk.



4.7 View Reprographics Requests

Click on Reprographics to view index of all reprographics requests.

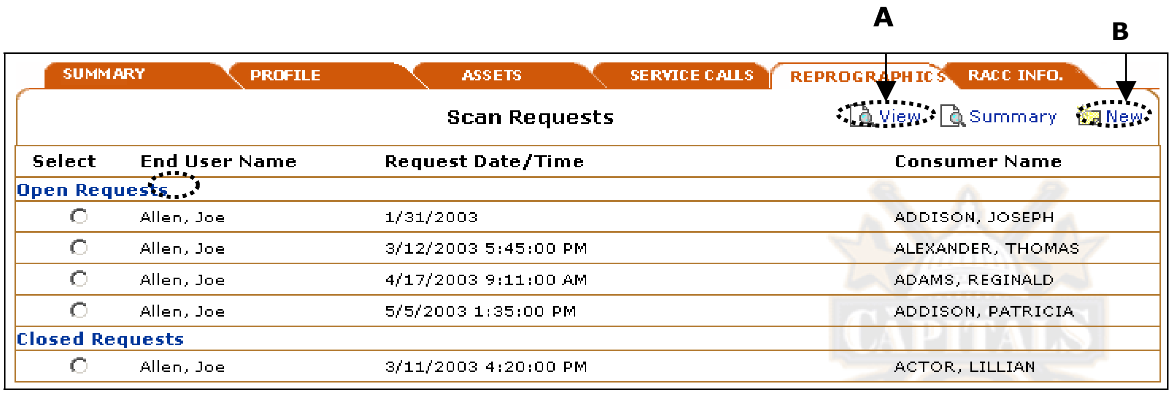


Figure 4.7

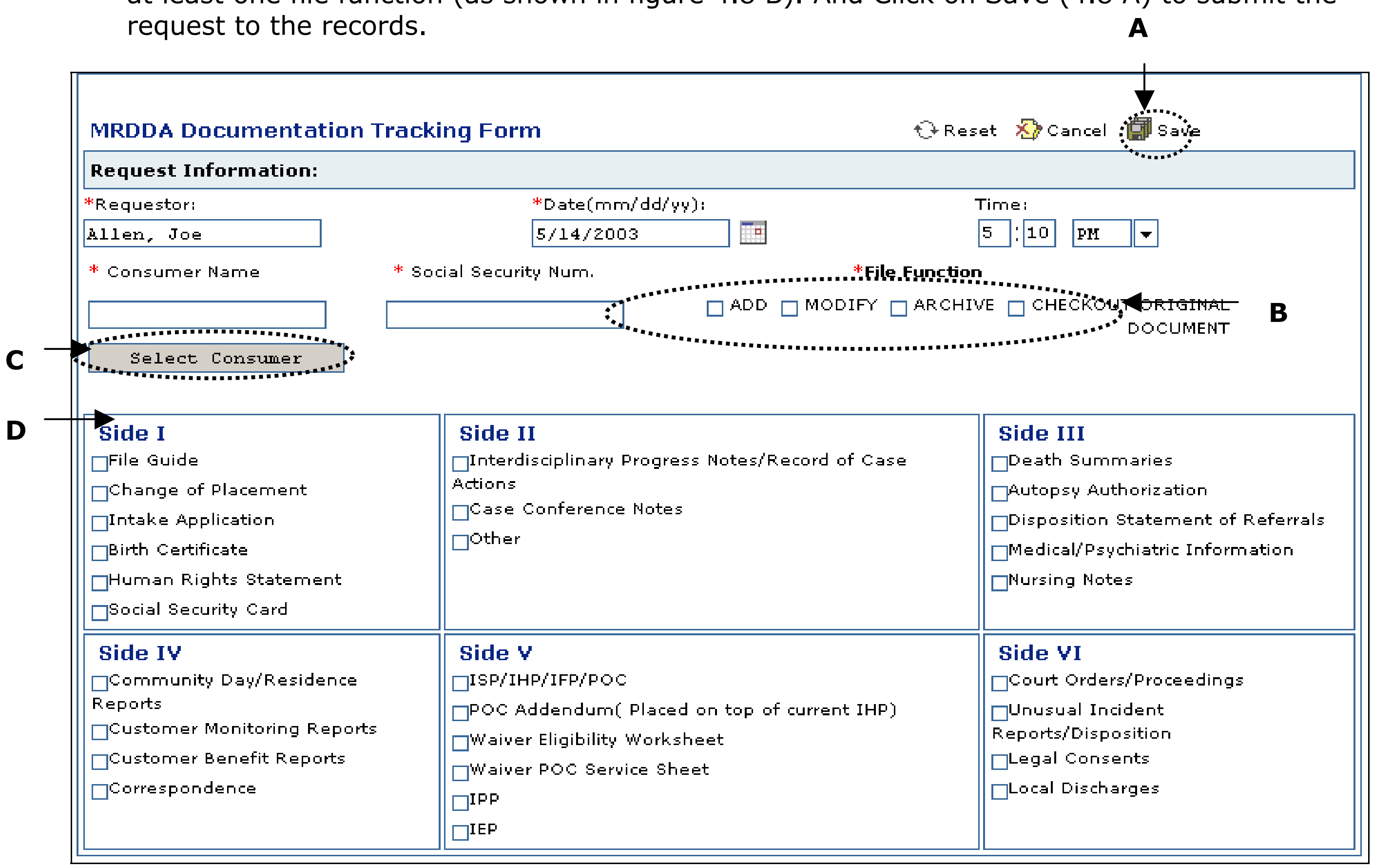
Select a request and click on view to view the complete details (consumer name, and file guide and etc) as shown in figure 4.8

Click on New to open up new reprographics request form (Documentation Tracking Form).

4.8 Submit New Reprographics Request

User fill-up this form to make a reprographics request.

In the figure 4.8, click on Select Consumer button (4.8 C) to choose consumer from the list. Select at least one file function (as shown in figure 4.8 B). And Click on Save (4.8 A) to submit the request to the records.



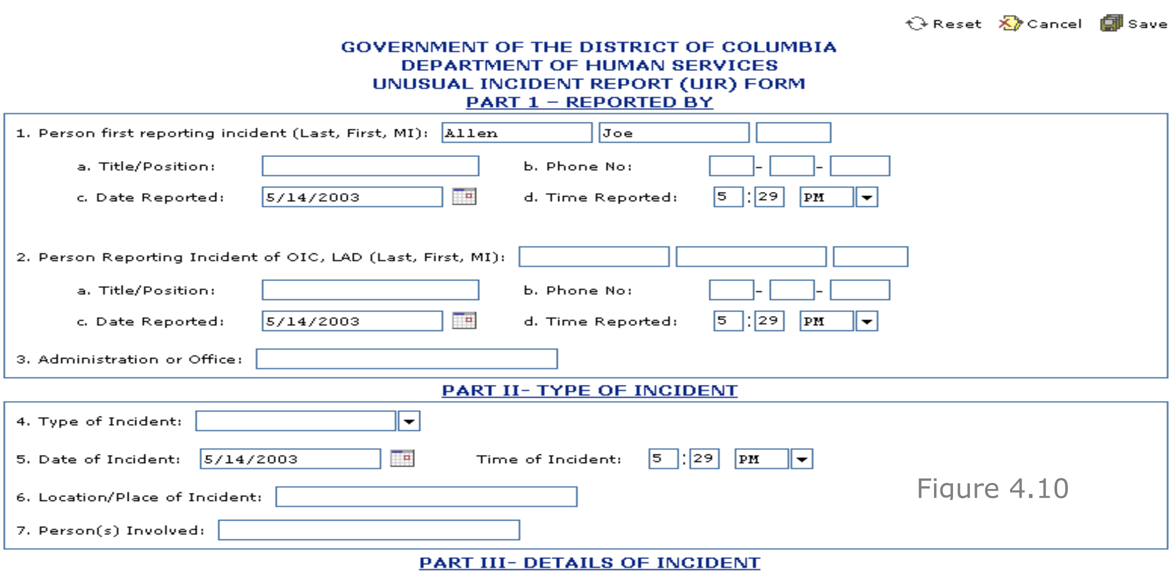
4.9 Emergency Preparedness/Awareness Information Center

User has access to various Information tools related to emergency preparedness/awareness such as Family Preparedness guide, Floor plans, Evacuation Map, Emergency Contact nos., Emergency Shelter locations.

Click on these links to know more about it.

4.10 Submit New Unusual Incident Form

User will also be able to submit new Unusual Incident Form. It is required to fill-up important information like Reporter and Incident information and click on save to submit new incident.



Reset Cancel Save

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
UNUSUAL INCIDENT REPORT (UIR) FORM
PART 1 – REPORTED BY

1. Person first reporting incident (Last, First, MI): Allen Joe
a. Title/Position: b. Phone No: - -
c. Date Reported: 5/14/2003 d. Time Reported: 5 : 29 PM

2. Person Reporting Incident of OIC, LAD (Last, First, MI):
a. Title/Position: b. Phone No: - -
c. Date Reported: 5/14/2003 d. Time Reported: 5 : 29 PM

3. Administration or Office:

PART II- TYPE OF INCIDENT

4. Type of Incident:
5. Date of Incident: 5/14/2003 Time of Incident: 5 : 29 PM
6. Location/Place of Incident:
7. Person(s) Involved:

PART III- DETAILS OF INCIDENT

Figure 4.10

Figure 4.10 show snapshot of Unusual Incident Report (UIR) form.

5.0 Inventory

Inventory module allows you to add/delete/modify/report on assets and supplies within the EMPIR system

After you click on the Inventory tab, you will see two sub-menu tabs in Inventory.

(1) Assets
(2) Supplies

5.1 View Asset Summary

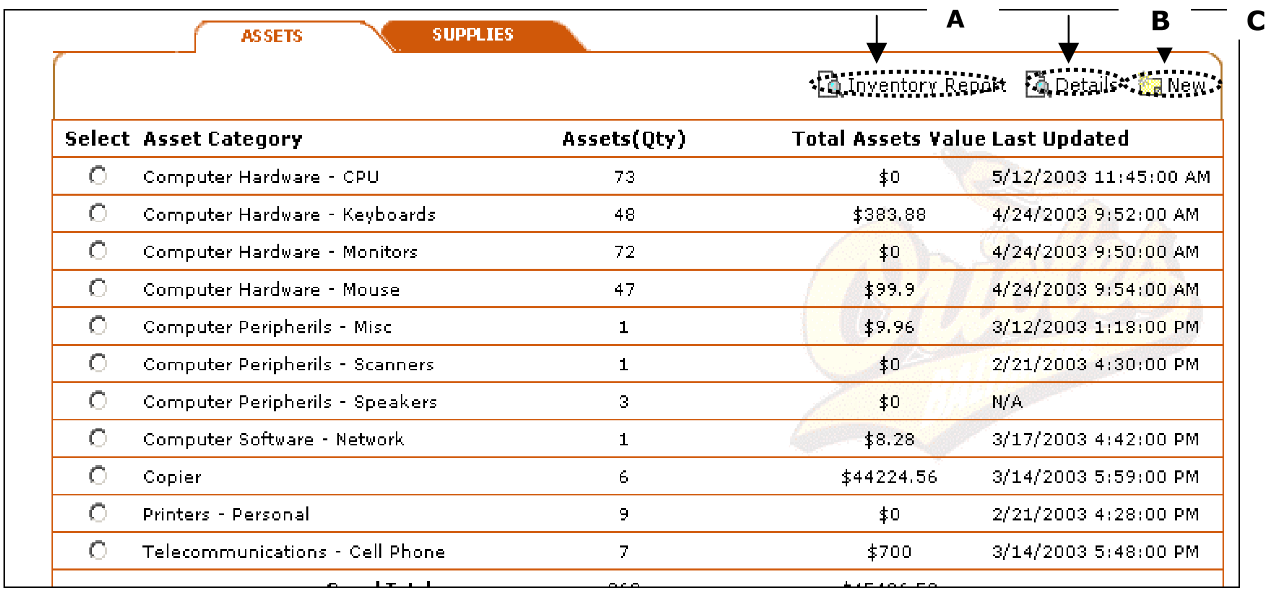


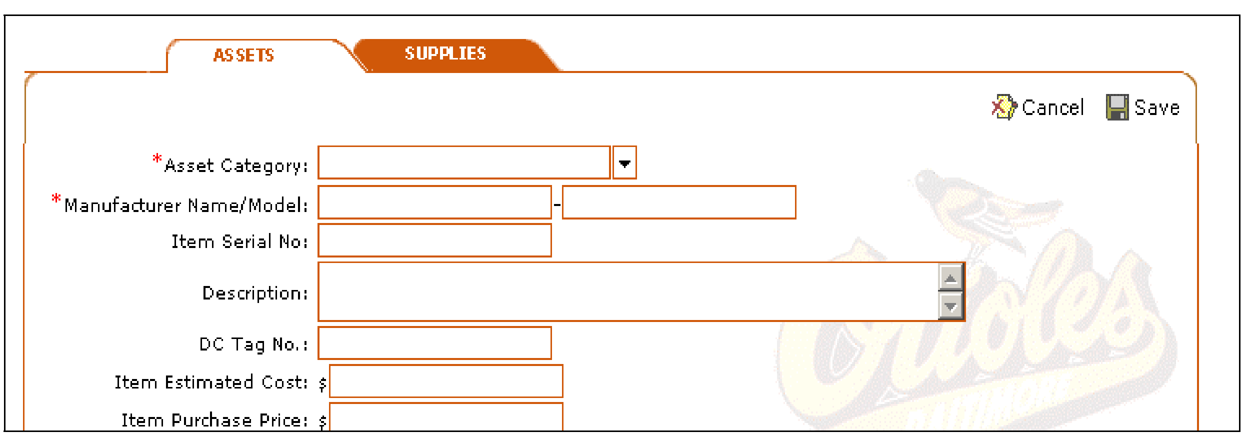
Figure 5.1

The Asset Summary is the default page in the Assets module. You would see summary of assets by asset category.

Select the asset category and click on the details as shown in figure 5.1 B to view the all the assets in the category.

5.2 Add New Asset

Click on New as shown in the figure 5.1 C to put new asset within the EMPIR system.



It is required to input asset category and manufacturer name to save the new asset.
Other important data items that are optional are DC tag no., serial no., estimated cost, and item assignee.

5.3 View Asset Details

In the default screen of Assets, you would see the entire asset summary by asset category. By selecting a category and view details as shown in the figure 5.1 B, would show-up all the assets in the category. Select the asset that you want to view and click on view to view the complete details of the asset.

5.4 Edit Asset Details

Select the asset that you want to edit, click on edit to view complete asset information. Update needed data items and click on save to submit the changes OR cancel to ignore the changes.

5.5 Delete Asset

Select the asset that you want to delete, click on delete to delete the asset from the EMPIR system.

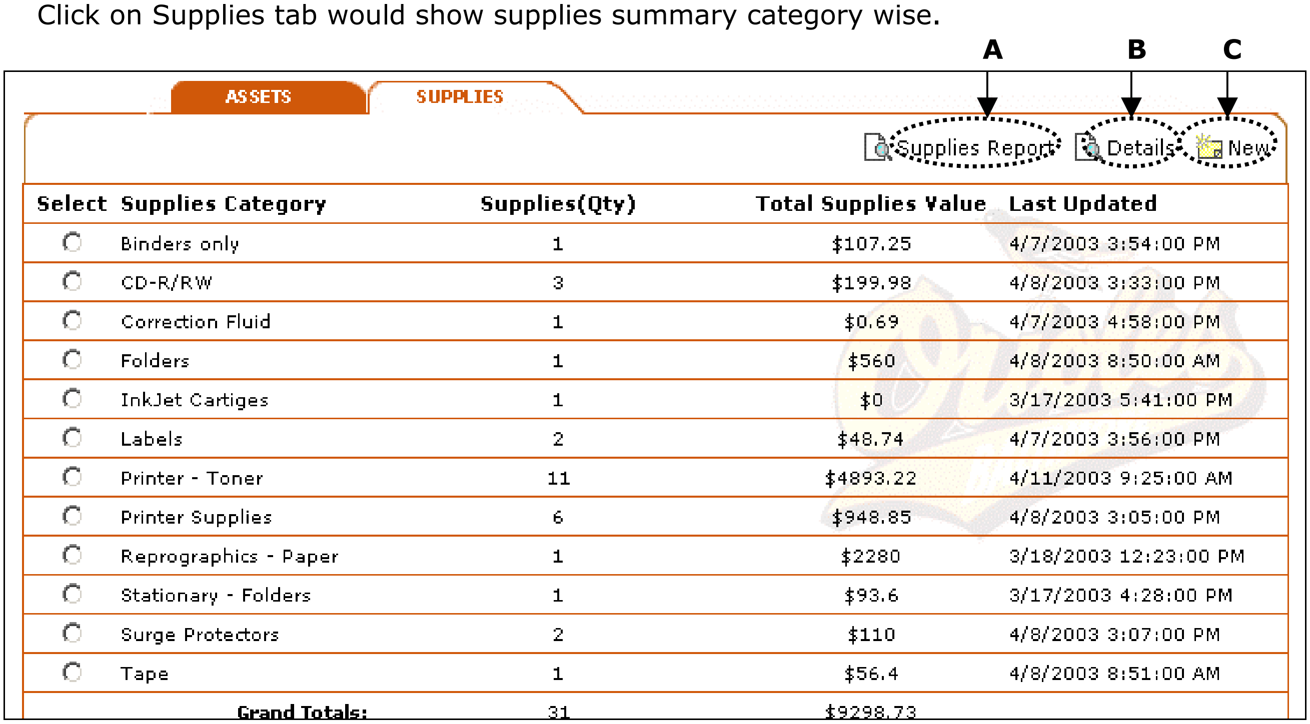
5.6 Asset Report

One can view the Asset report by clicking on Report link from the default screen as shown in the figure 5.1 A to view asset summary – details report.

Summary – Category name, asset count, estimated cost.
Details – Manufacturer/model name, serial no, DC tag no, estimated cost, and asset assignee.

5.7 View Supplies Summary

Click on Supplies tab would show supplies summary category wise.



Select	Supplies Category	Supplies(Qty)	Total Supplies Value	Last Updated
	Binders only	1	$107.25	4/7/2003 3:54:00 PM
	CD-R/RW	3	$199.98	4/8/2003 3:33:00 PM
	Correction Fluid	1	$0.69	4/7/2003 4:58:00 PM
	Folders	1	$560	4/8/2003 8:50:00 AM
	InkJet Cartiges	1	$0	3/17/2003 5:41:00 PM
	Labels	2	$48.74	4/7/2003 3:56:00 PM
	Printer - Toner	11	$4893.22	4/11/2003 9:25:00 AM
	Printer Supplies	6	$948.85	4/8/2003 3:05:00 PM
	Reprographics - Paper	1	$2280	3/18/2003 12:23:00 PM
	Stationary - Folders	1	$93.6	3/17/2003 4:28:00 PM
	Surge Protectors	2	$110	4/8/2003 3:07:00 PM
	Tape	1	$56.4	4/8/2003 8:51:00 AM
	Grand Totals:	31	$9298.73	

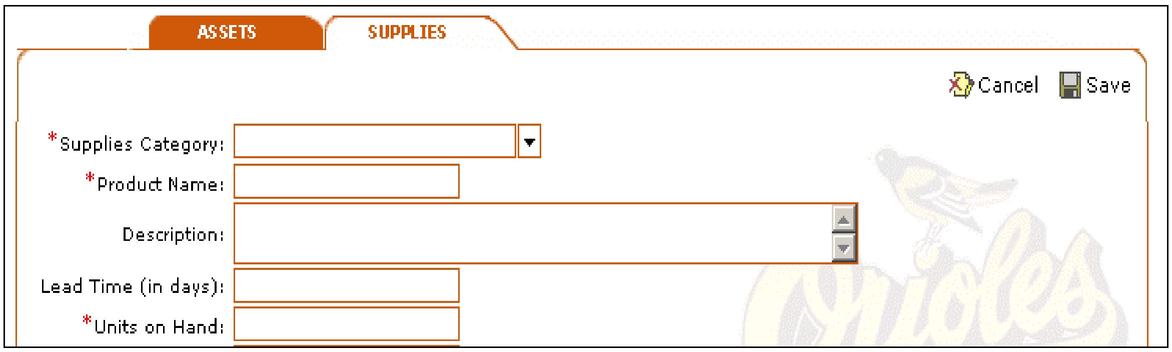
Figure 5.7

The Supplies Summary is the default page of the Assets module. You would see summary of supplies by supplies category.

Select the supplies category and click on the details as shown in figure 5.7 B to view the all the supplies in the category.

5.8 Add New Supplies

Click on New as shown in the figure 5.7 C to add new supplies within the EMPIR system.



It is required to input the supplies category, product name, and units on hand to save the new supplies item. Other important data items that are optional are Reorder level, estimated cost, and vendor.

5.9 View Supplies Details

In the default screen of Supplies, you would see the entire supplies summary by supplies category. By selecting a category and view details as shown in the figure 5.7 B, would show-up all the supplies in the category. Select the supplies item that you want to view and click on view to view the complete details of the supplies.

5.10 Edit Supplies Details

Select the supplies item that you want to edit, click on edit to view complete supplies information. Update needed data items and click on save to submit the changes OR cancel to ignore the changes.

5.11 Delete Supplies

Select the supplies item that you want to delete, click on the delete to delete the supplies item from the EMPIR system.

5.12 Supplies Report

One can view the Supplies report by clicking on Report link from the default screen as shown in the figure 5.7 A to view supplies summary – details report.

Summary – Category name, asset count, estimated cost.
Details – Product name, on hand, on order, reorder level, lead-time, and estimated cost.

6.0 Contracts

Once logged into the EMPIR and clicked on Contracts, your default screen is the contract selection screen.

You would see two sections, first one would be approved contracts and another one is contracts in process.

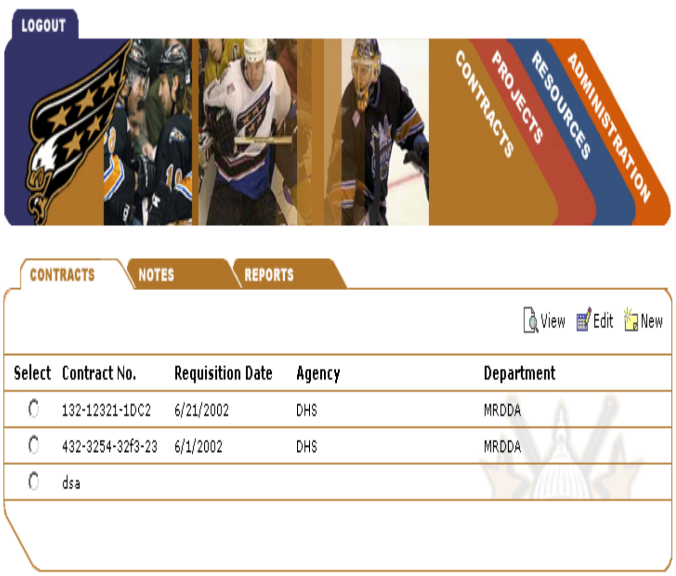
On this screen you will see a contract number (Contract No.), requisition date, agency and department. This will provide the user with adequate information to properly identify the desired contract. The end user will be able to view, create and edit contracts.

It is important to note the tabbed sub-menu with the following options:

1. Contracts (default)
2. Notes
3. Reports

The "Notes" tab will become active **after** a contract has been chosen from the contracts screen.

Figure 6.0.1.A



6.1 View Contracts

This view shows some general description information about all the contracts that are currently entered into the system. Specifically, the Contract Number, Requisition Date, Agency and Department (fig 6.0.1 A).

After selecting the desired contract a more comprehensive view of that contract is displayed (fig 6.1.1).

6.1.1 Contract Details

A selected contracts detail can be viewed by clicking on the *view* button.
This view displays the following data:

1. Contract name information
2. Contract Value
3. Encumbrance Information
4. Requisition Information
5. Project(s) Summary Information (**Name, costs**)
6. Contract Sign-offs or management approvals (Approved Date)
7. Vendor Information (Name, start date, End date, contract utilization %)

Figure 6.1.1

6.1.2 Delete Contracts

Each contract that has been created can also be removed by clicking the delete button after the individual projects have been deleted (fig. 6.1.1).

6.1.3 Add Projects

Once a contract has been selected, individual projects may be added under the contract. The contract detail page provides summary information of the corresponding projects. Project detail management will be discussed in the next section, Projects 7.0.

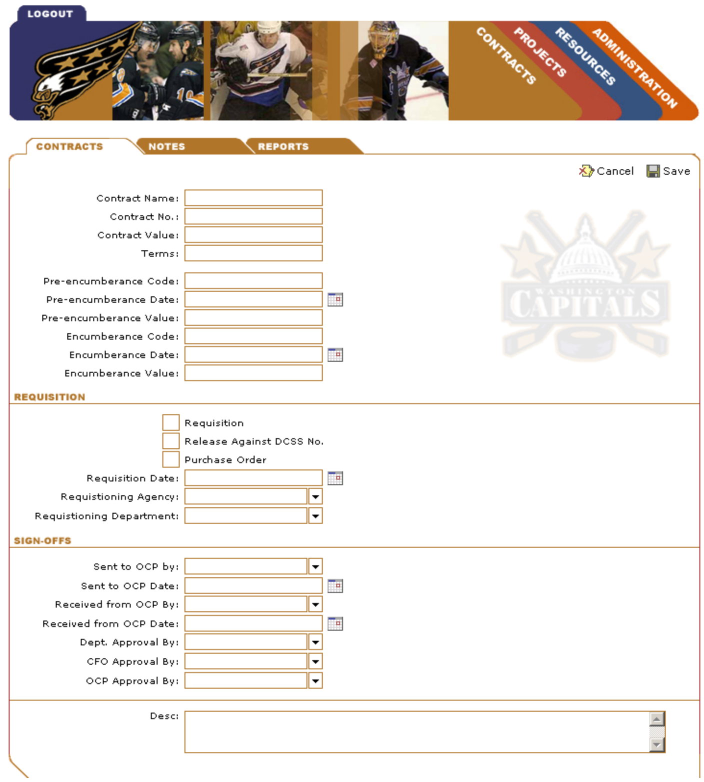
6.2 New Contracts

Click "New" from the main contracts screen.
The new contracts section (fig. 6.2) is comprised of a screen requiring the end user to enter contract name data, encumbrance data, requisition data and ownership data.

6.2.1 Edit Contracts

To modify contract criteria, first select the desired contract, the click the *Edit* button. The user can modify contract name data, encumbrance data, requisition data and ownership data by clicking "Save". Project modification will be discussed in the Projects section 7.0.

Figure 6.2



6.3 Contract Notes

Contract documentation is necessary as we go. We have provision to input notes for the contract in the EMPIR system. Select contract and click on notes tab to see the notes default screen.

6.3.1 Add Notes

From the contracts notes default screen, click on Add to input new notes of the contract

6.3.2 Edit Notes

From the contracts notes default screen, click on Edit to update existing notes of the contract

6.3.3 Delete Notes

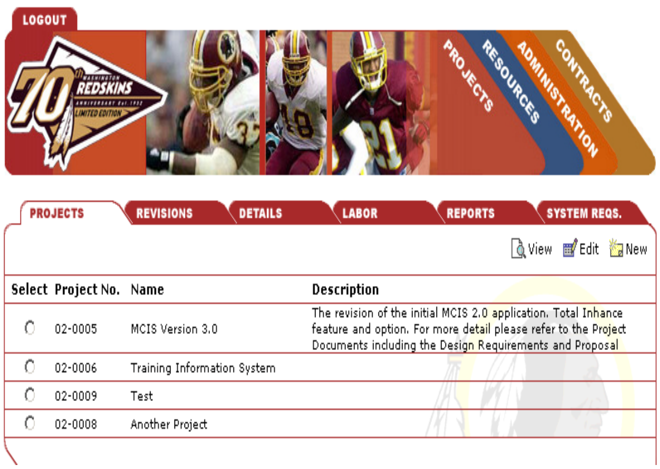
From the notes default screen, click on Delete to input delete existing notes.

6.4 Contracts Reports

Contract or Project reports will be discussed in the Projects section 7.5.

7.0 Projects

Figure 7.0



The Project page (fig. 7.0) will enable the end user to quickly obtain an overview of all projects existing in the organization. The Project main page displays the project name, number and description. The user may select the view, edit or new project options.

Revision – This module allows change of scope/order related to a project

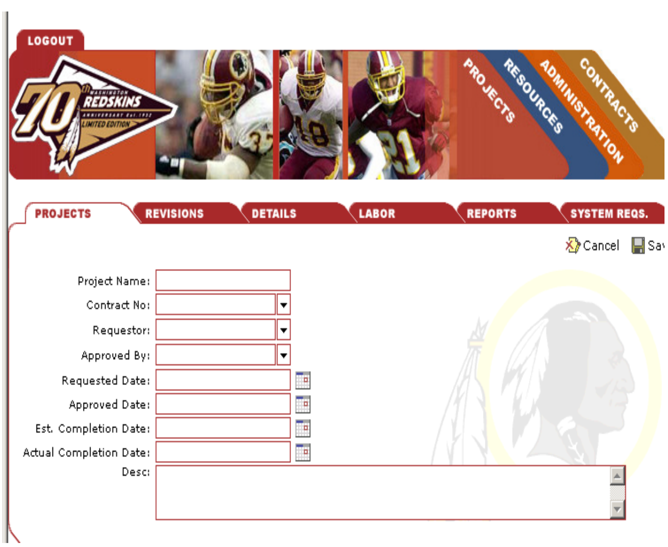
Details – This module allows to add/modify/delete /track details/products related to a project

Labor - This module allows to add/modify/delete /track labor/services related to a project

System Requirements - This module allows to add/modify/delete /track required platforms/software tools related to a project

7.0.1 New Project

Figure 7.0.1



Click “New” from the main project screen. The new project screen (fig. 7.0.1) requires the end user to enter project name, contract number, requestor, approval name, completion date, approval date and a description.

Once this section is complete, the project will correspond to a contract. At this point you may now continue with entering the projects related details and labor information.

7.0.2 View Project

Figure 7.0.2

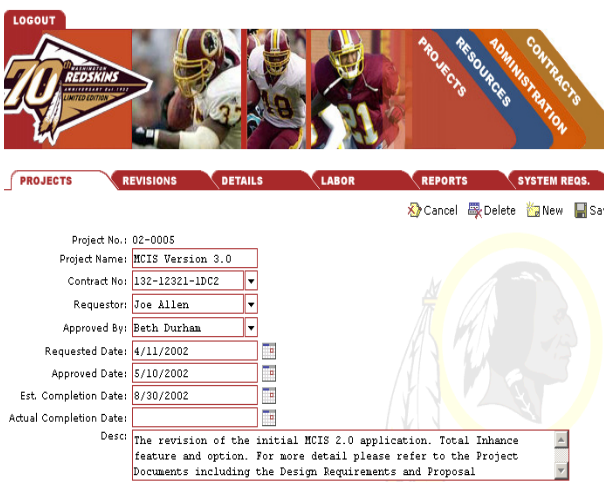
A selected project's details can be viewed by clicking on the *view* button.

This view displays the following data:

1. Contract Name, Number and Value
2. Project name information
3. Project balance and utilization
4. Requested By and Approved By (w/dates)
5. Completion Date
6. Estimated and Actual costs and hours
7. Project(s) description
8. Project documents
9. Project Invoices

7.0.3 Edit Project

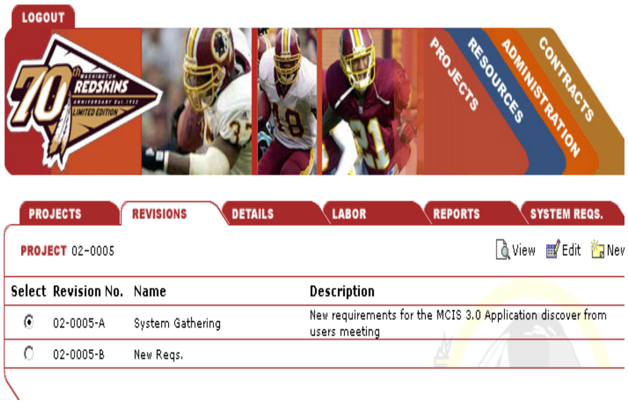
Figure 7.0.3



To modify project criteria (fig. 7.0.3), first select the desired project from the main project screen then click the *Edit* button. The user can modify project name data, contract number, requisition data, ownership data and approval data by clicking the "Save" button.

7.1 Project Revisions

Figure 7.1



From the projects index screen, select the project and click on the revisions tab to view the revisions of the project.

The Project revisions screen (fig. 7.1) will enable the user to quickly obtain an overview of modifications, which affected the delivery of the product or service. The revision requires a name, requestor, approval information, completion information, a revision description and an associated revision number. The user may select the view, edit or new revision options.

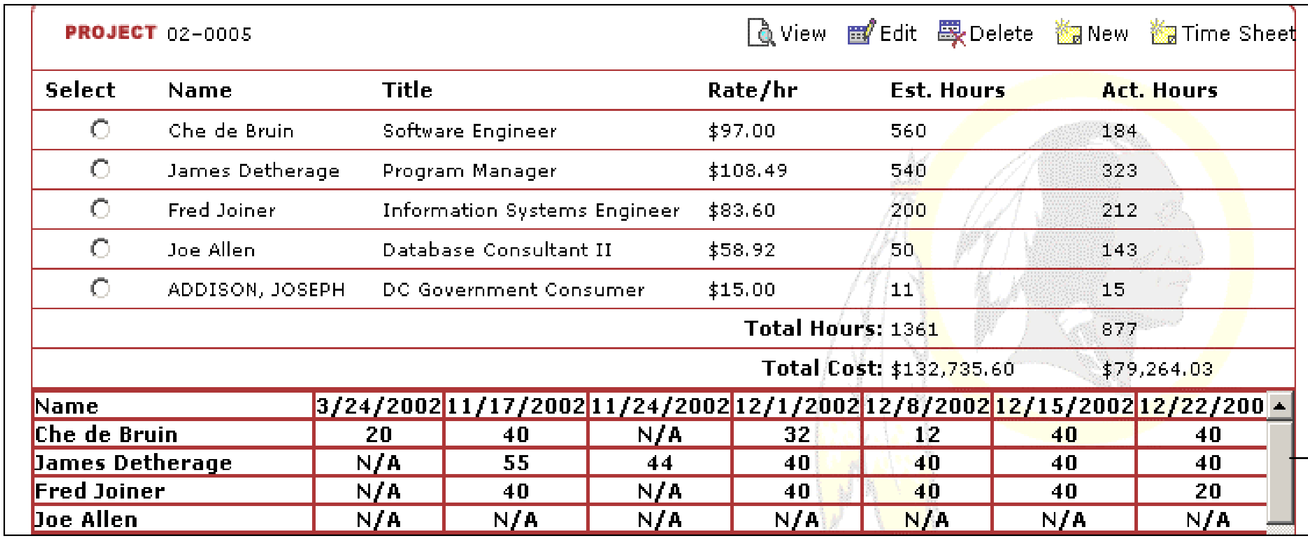
7.2 Project Details

Figure 7.2

The Project details screen (fig. 7.2) will enable the end user to quickly obtain an overview of all non-labor costs. The system tracks quantity, categories, items and cost. The user may update or create new items by clicking "Edit" or "New". The user may delete items by select the item and clicking "Delete."

7.3 Project Labor

Figure 7.3



PROJECT 02-0005 View Edit Delete New Time Sheet

Select	Name	Title	Rate/hr	Est. Hours	Act. Hours
○	Che de Bruin	Software Engineer	$97.00	560	184
○	James Detherage	Program Manager	$108.49	540	323
○	Fred Joiner	Information Systems Engineer	$83.60	200	212
○	Joe Allen	Database Consultant II	$58.92	50	143
○	ADDISON, JOSEPH	DC Government Consumer	$15.00	11	15
			Total Hours:	1361	877
			Total Cost:	$132,735.60	$79,264.03

Name	3/24/2002	11/17/2002	11/24/2002	12/1/2002	12/8/2002	12/15/2002	12/22/200
Che de Bruin	20	40	N/A	32	12	40	40
James Detherage	N/A	55	44	40	40	40	40
Fred Joiner	N/A	40	N/A	40	40	40	20
Joe Allen	N/A	N/A	N/A	N/A	N/A	N/A	N/A

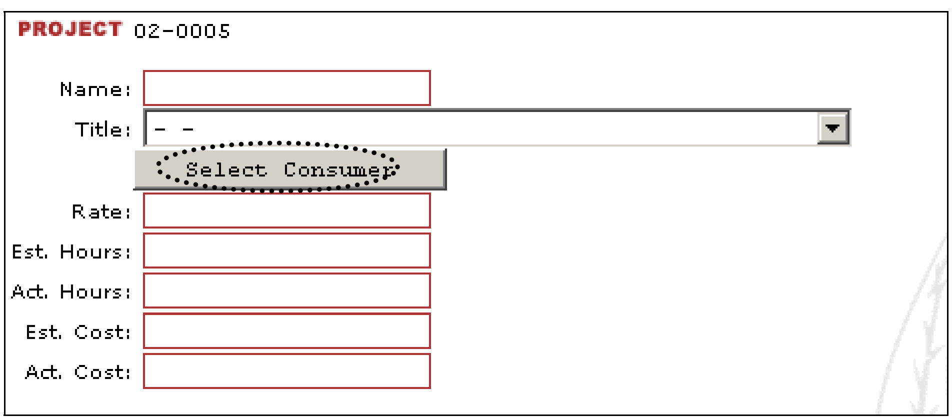
A

The Project Labor page (fig. 7.3) will enable the end user to quickly obtain an overview of all labor/services related to the project.

7.3 A shows timesheet of the labor/services to consumers of DC government (services)

Click on New icon to input new labor/service. Fig 7.3.1 shows new labor/service page.

Click on "Select Consumer" button to get consumer list from MCIS and select consumer to input services. Rate, and estimated hours needs to be input.



PROJECT 02-0005

Name:
Title: - -
Select Consumer
Rate:
Est. Hours:
Act. Hours:
Est. Cost:
Act. Cost:

Figure 7.3.1

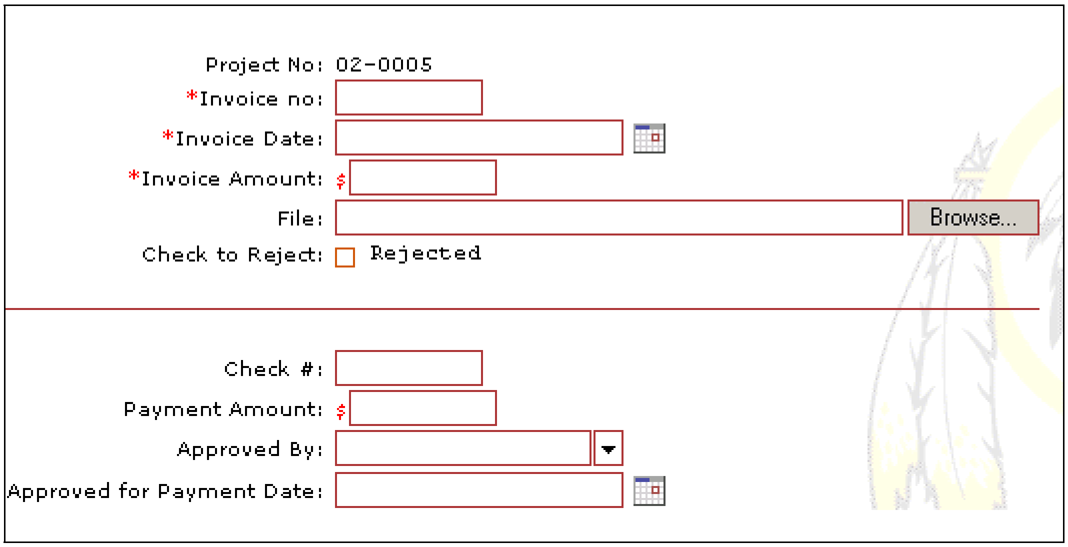
7.4 Timesheet

EMPIR has the provision to maintain the timesheets of the labor related to a project.
Select labor from the page (fig 7.3) and click on Timesheet icon to input timesheet.
It is required to input week ending period and no. of hours, once saved appears on the summary page.

7.5 Invoices

EMPIR has the provision to input and manage invoices and payment information.
In the fig 7.0.2, you will find the Invoices section, show-up all the invoices submitted for the project.

Click on New to input new invoice in the system. fig 7.5 shows the new invoice screen



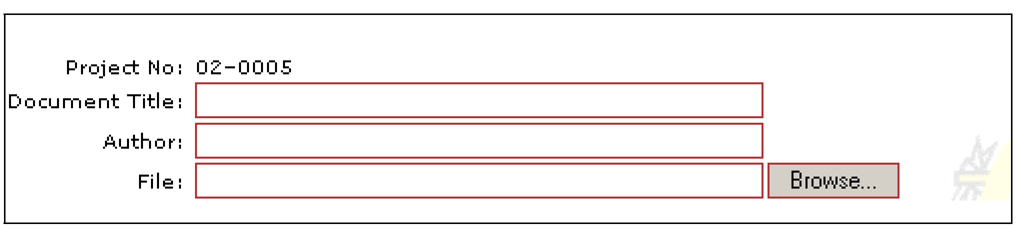
You can scan invoice hard copy and upload, so you can view invoice anytime online.

You also have option to reject invoice, once rejected, disabled payment section. If the payment information is there already, system doesn't allow us to reject invoice.

You can resubmit the invoice to approve.

7.6 Documents Upload

You can upload the documents related to the project, so you can view anytime, anywhere.
You see the Upload documents section in the fig 7.0.2, click on new to input new document.



It is required to input the document title, and file name (Click on Browse to select file to upload).
And click on upload button on the top right corner to upload the file.

7.7 Project System Requirements

Figure 7.7

The Project Requirements page (fig. 7.7) will enable the end user to quickly obtain an overview of all materials both hardware and software needed to complete the project. The page displays the category and the requirement. The user may chose to view, edit delete or create a new project requirement.

7.8 Project Reports

Figure 7.8.1

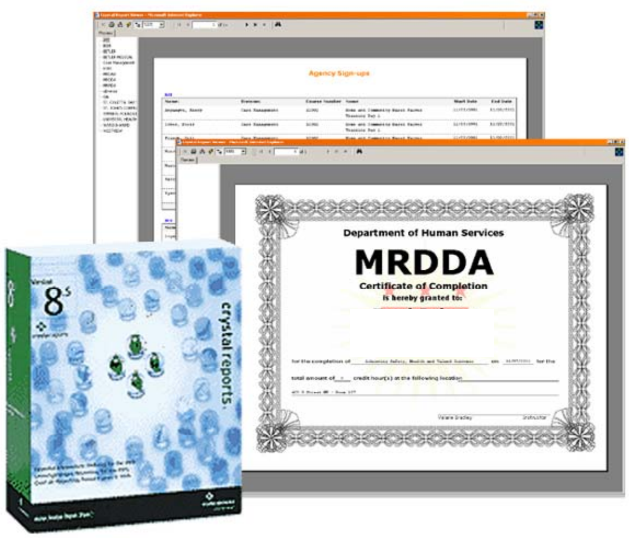


Figure 7.8.1

All reports in the EMPIR system will be comprised in Crystal Reports (fig. 7.8.1), third party software that allows for complex and detailed analysis of data that has been collected. To access the reports, select the reports tab (fig. 7.8.2). The list of reports that are available are as follows:

- Contract Report
- Contract Report Individual
- Project Report
- Project Report Individual
- Project Labor Hours
- Project Cost
- Labor Report

7.8.1 General Information Reports

- Contract Report

  This report creates a list of all users that have registered for a class within the Training Information

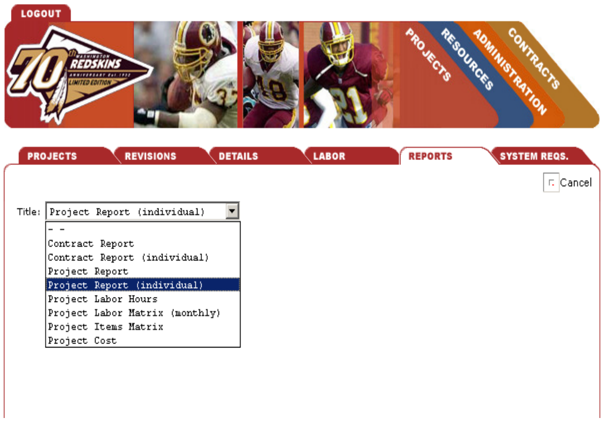
  System. This list is in order alphabetically and lists all classes that have been registered under that user.

- Contract Individual Report

  Displays a detailed list of all available courses within the system, and what users have registered for that particular course. It is in essence an attendance sheet for that class.

- Project Report

  Creates a detailed view of all registered users grouped by the agency that each user belongs to.



- Project Report Individual

  A detailed view of all registered users, grouped by the divisions within each agency.

- Project Labor Hours
  This is report is the detailed view of all the labor/services and their estimated and actual hours and rates.

- Project Cost
  This report is the detailed view of all the costs associated with the project split by category.

- Labor Report
  This report is the detailed view of the actual labor hours and rates by contract/project wise.

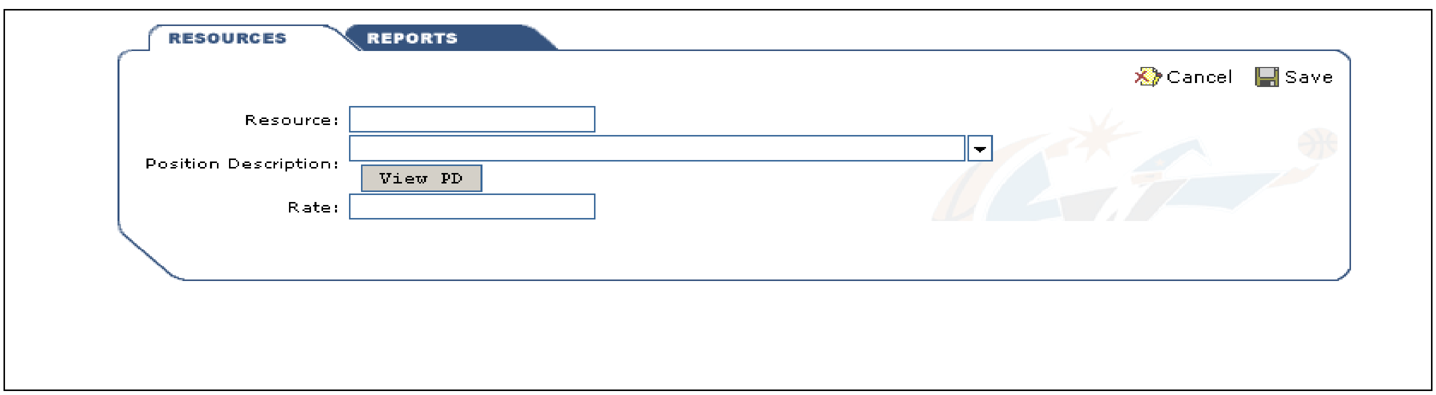
8.0 Resources

Figure 8.0

The EMPIR system enables Supervisors to submit recruitment requests to the HR department.

Supervisor will be able to modify, create or delete billable resources. These resources can be selected or assigned to multiple contracts or projects.

8.1 Add New Resource



Supervisor can create a resource by specifying the title of the resource and PD of the position and hourly rate.

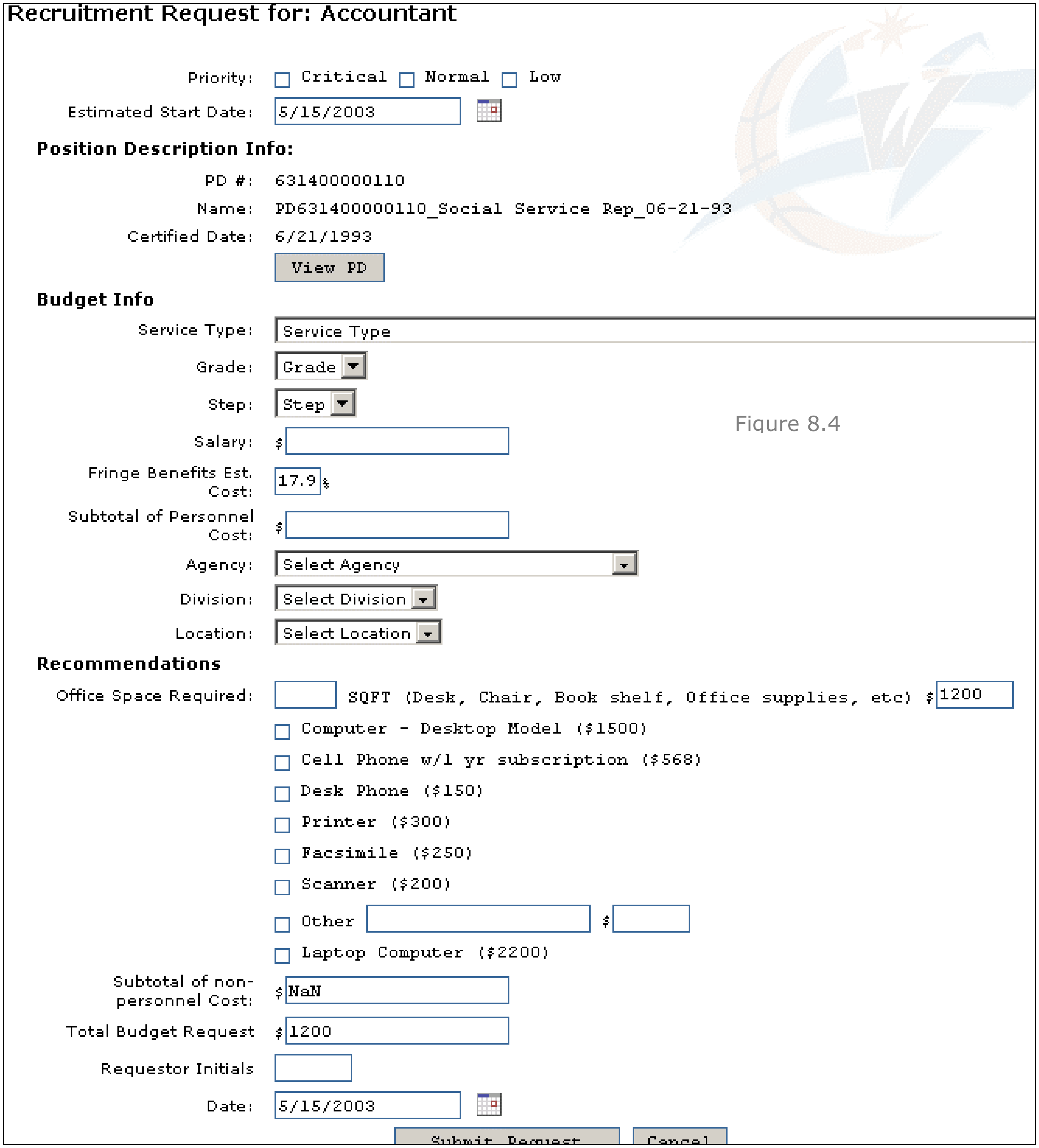
8.2 Edit Resource

Supervisor can update the resource information that was already put in.

8.3 Delete Resource

Supervisor can delete the resource that they put in.

8.4 Submit Recruitment Request


Recruitment Request for: Accountant

Priority: Critical Normal Low

Estimated Start Date: 5/15/2003

Position Description Info:

PD #: 631400000110

Name: PD631400000110_Social Service Rep_06-21-93

Certified Date: 6/21/1993

View PD

Budget Info

Service Type: Service Type

Grade: Grade

Step: Step

Salary: $

Fringe Benefits Est. Cost: 17.9 %

Subtotal of Personnel Cost: $

Agency: Select Agency

Division: Select Division

Location: Select Location

Recommendations

Office Space Required: SQFT (Desk, Chair, Book shelf, Office supplies, etc) $ 1200

Computer - Desktop Model ($1500)

Cell Phone w/1 yr subscription ($568)

Desk Phone ($150)

Printer ($300)

Facsimile ($250)

Scanner ($200)

Other $

Laptop Computer ($2200)

Subtotal of non-personnel Cost: $ NaN

Total Budget Request $ 1200

Requestor Initials

Date: 5/15/2003

Submit Request Cancel

Figure 8.4

Supervisor will be able to submit recruitment request to the HR by selecting resource from Resources default screen and clicking on “Submit Recruit Request” icon.

If supervisor chooses the request is of critical priority, sign-on bonus will be applicable.

Supervisor needs to fill-up Grade, Step, Agency, Division and Location of new recruitment would be. Based on Grade and Step, Salary and Subtotal of personnel cost are showed up.

Supervisor also can fill-up recommendation of hardware/software resources new employee might need.

Based on Recommendations, Supervisor and HR can see what would be total budget request.

HR personnel would be notified about the request.

8.5 Search Recruitment Request Queue

Supervisor can also search for his/her own requests by clicking on search from the default resources screen and input start and end dates.

9.0 Human Resources

The EMPIR system Human Resources module has several functions to add/delete/edit/view/track employment applications, recruitment history, employment history, and adverse actions.
The EMPIR also enables HR to track/approve recruitment requests.

9.1 Manage Employment Applications

HR Personnel can view the employment application submitted by an employee and also update application if needed.

HR Personnel can also input the application that was on paper into the system, for further tracking.

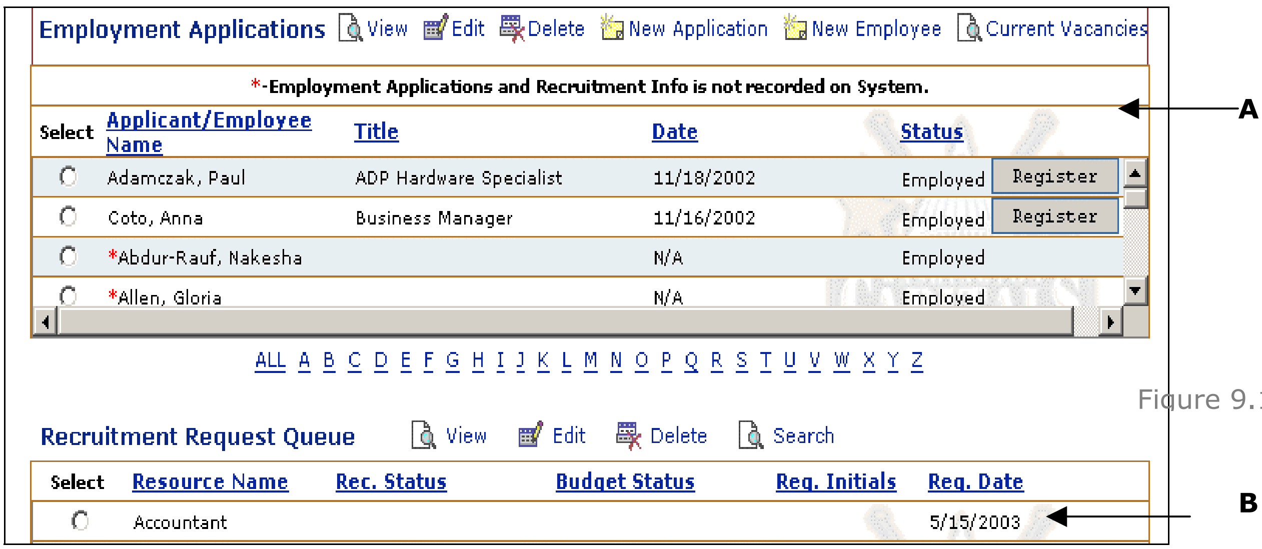


Figure 9.1

9.1 A shows index of employment applications.
Employment applications and recruitment information is not available for the ones marked with "*"

Click on New to input the new application. Figure 9.1.2 shows the application.

It is required to input First and Last Name of the applicant, Position Title applying for, Address, Background information, Education and Experience information (either fill-up) OR include as attachment. Attachments are limited up to three (3). To upload an attachment, click on Browse to select the file and click on Upload as shown in the fig 9.1.1 to complete the process.

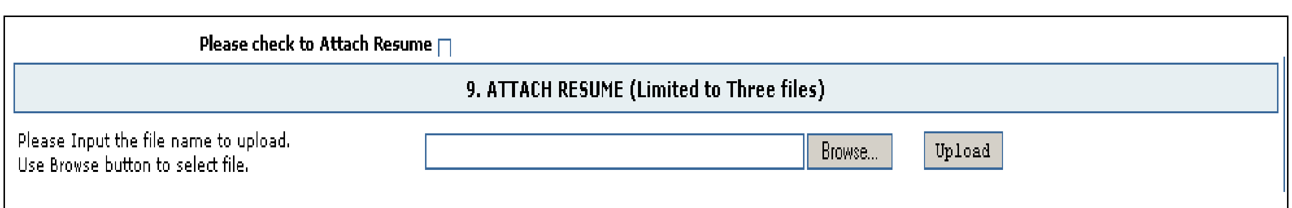
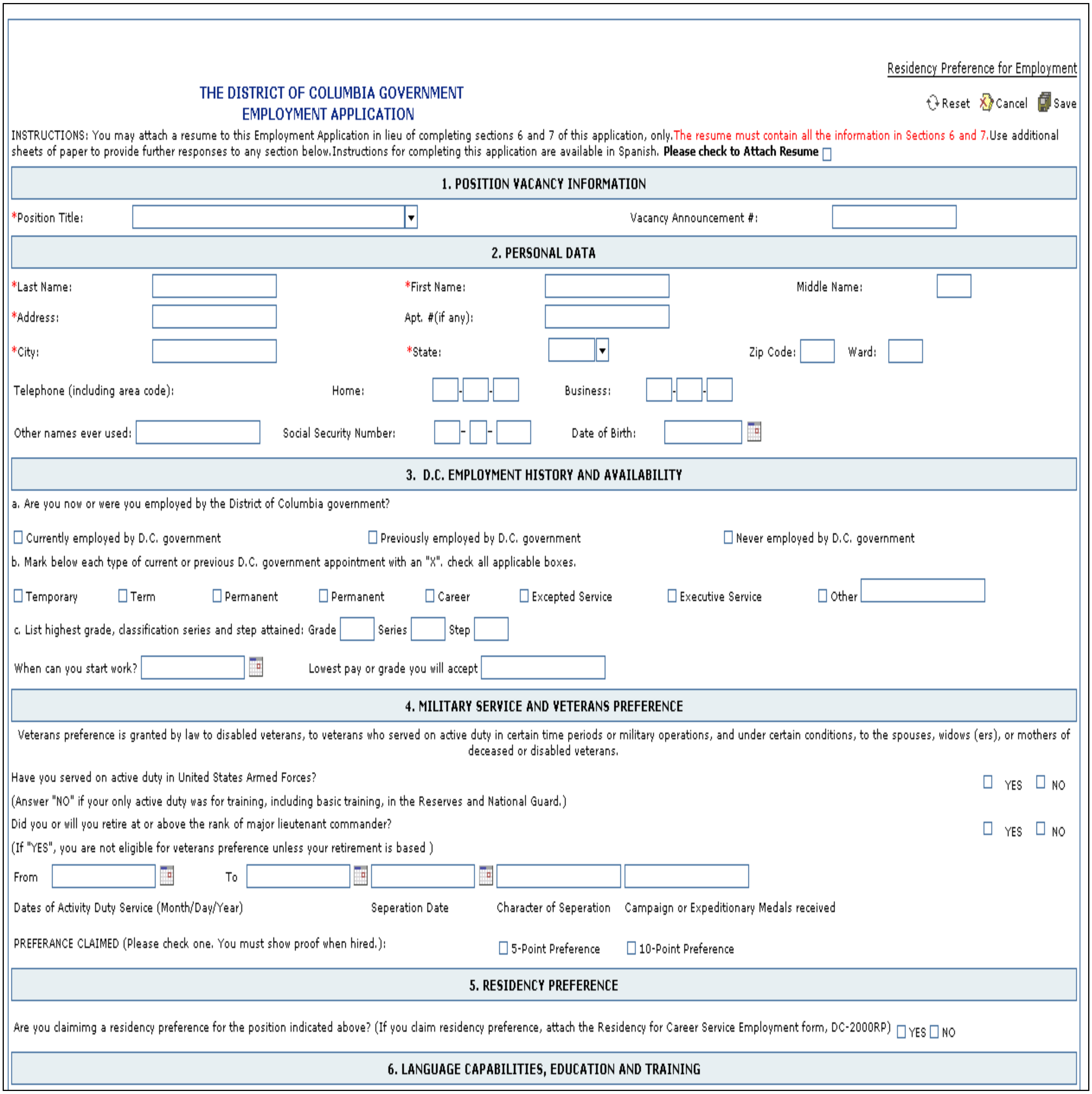


Figure 9.1.1



Residency Preference for Employment

THE DISTRICT OF COLUMBIA GOVERNMENT
EMPLOYMENT APPLICATION

Reset Cancel Save

INSTRUCTIONS: You may attach a resume to this Employment Application in lieu of completing sections 6 and 7 of this application, only. The resume must contain all the information in Sections 6 and 7. Use additional sheets of paper to provide further responses to any section below. Instructions for completing this application are available in Spanish. **Please check to Attach Resume** ☐

1. POSITION VACANCY INFORMATION

*Position Title: Vacancy Announcement #:

2. PERSONAL DATA

*Last Name: *First Name: Middle Name:

*Address: Apt. #(if any):

*City: *State: Zip Code: Ward:

Telephone (including area code): Home: Business:

Other names ever used: Social Security Number: Date of Birth:

3. D.C. EMPLOYMENT HISTORY AND AVAILABILITY

a. Are you now or were you employed by the District of Columbia government?

☐ Currently employed by D.C. government ☐ Previously employed by D.C. government ☐ Never employed by D.C. government

b. Mark below each type of current or previous D.C. government appointment with an "X". check all applicable boxes.

☐ Temporary ☐ Term ☐ Permanent ☐ Permanent ☐ Career ☐ Excepted Service ☐ Executive Service ☐ Other

c. List highest grade, classification series and step attained: Grade Series Step

When can you start work? Lowest pay or grade you will accept

4. MILITARY SERVICE AND VETERANS PREFERENCE

Veterans preference is granted by law to disabled veterans, to veterans who served on active duty in certain time periods or military operations, and under certain conditions, to the spouses, widows (ers), or mothers of deceased or disabled veterans.

Have you served on active duty in United States Armed Forces? ☐ YES ☐ NO

(Answer "NO" if your only active duty was for training, including basic training, in the Reserves and National Guard.)

Did you or will you retire at or above the rank of major lieutenant commander? ☐ YES ☐ NO

(If "YES", you are not eligible for veterans preference unless your retirement is based)

From To

Dates of Activity Duty Service (Month/Day/Year) Seperation Date Character of Seperation Campaign or Expeditionary Medals received

PREFERANCE CLAIMED (Please check one. You must show proof when hired.): ☐ 5-Point Preference ☐ 10-Point Preference

5. RESIDENCY PREFERENCE

Are you claimimg a residency preference for the position indicated above? (If you claim residency preference, attach the Residency for Career Service Employment form, DC-2000RP) ☐ YES ☐ NO

6. LANGUAGE CAPABILITIES, EDUCATION AND TRAINING

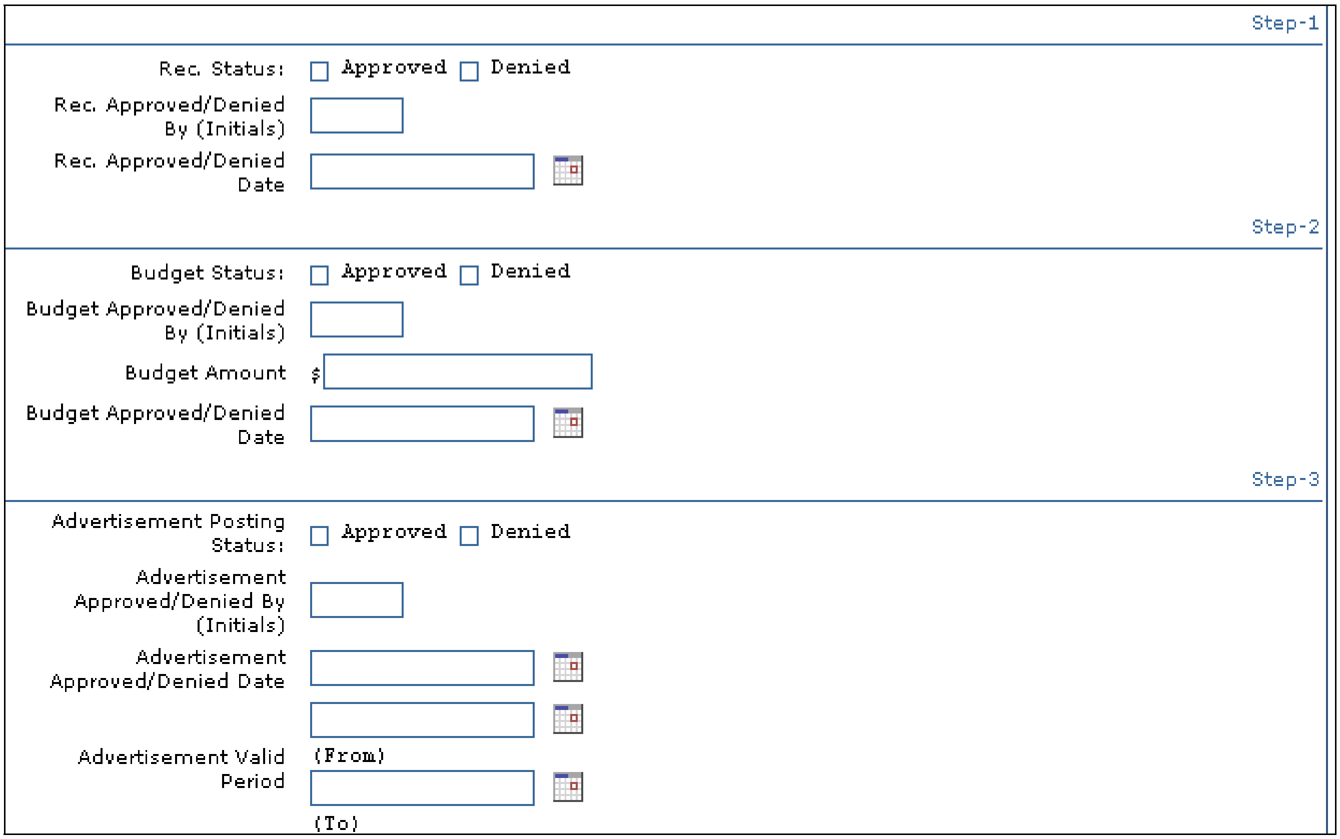
Figure 9.1.2

9.2 Residency Preference for Employment Form

When applicant/HR Personnel fill-up the application, on the top right corner of fig 9.1.2, you would see the link to open up the residency preference form. Fill-up as much as possible and click on save to save the information and continue filling up the employment application.

9.3 Review/Approve Recruitment Requests

HR Personnel can review/approve recruitment requests submitted by Supervisors.


Step-1
Rec. Status: Approved Denied
Rec. Approved/Denied By (Initials)
Rec. Approved/Denied Date
Step-2
Budget Status: Approved Denied
Budget Approved/Denied By (Initials)
Budget Amount $
Budget Approved/Denied Date
Step-3
Advertisement Posting Status: Approved Denied
Advertisement Approved/Denied By (Initials)
Advertisement Approved/Denied Date
Advertisement Valid Period (From) (To)

Basically there are 3 steps in recruitment approval process.

- Recruitment approval
- Budget approval
- Advertisement approval

Budget approval personnel wouldn't be able to approve the request with budget amount less than Personnel cost.

Once advertisement posting is approved, this job posting appears in the Current Vacancies list for the valid period. Once applicants respond to the job posting, HR Personnel gets the application and These applications could be tracked using recruitment history.

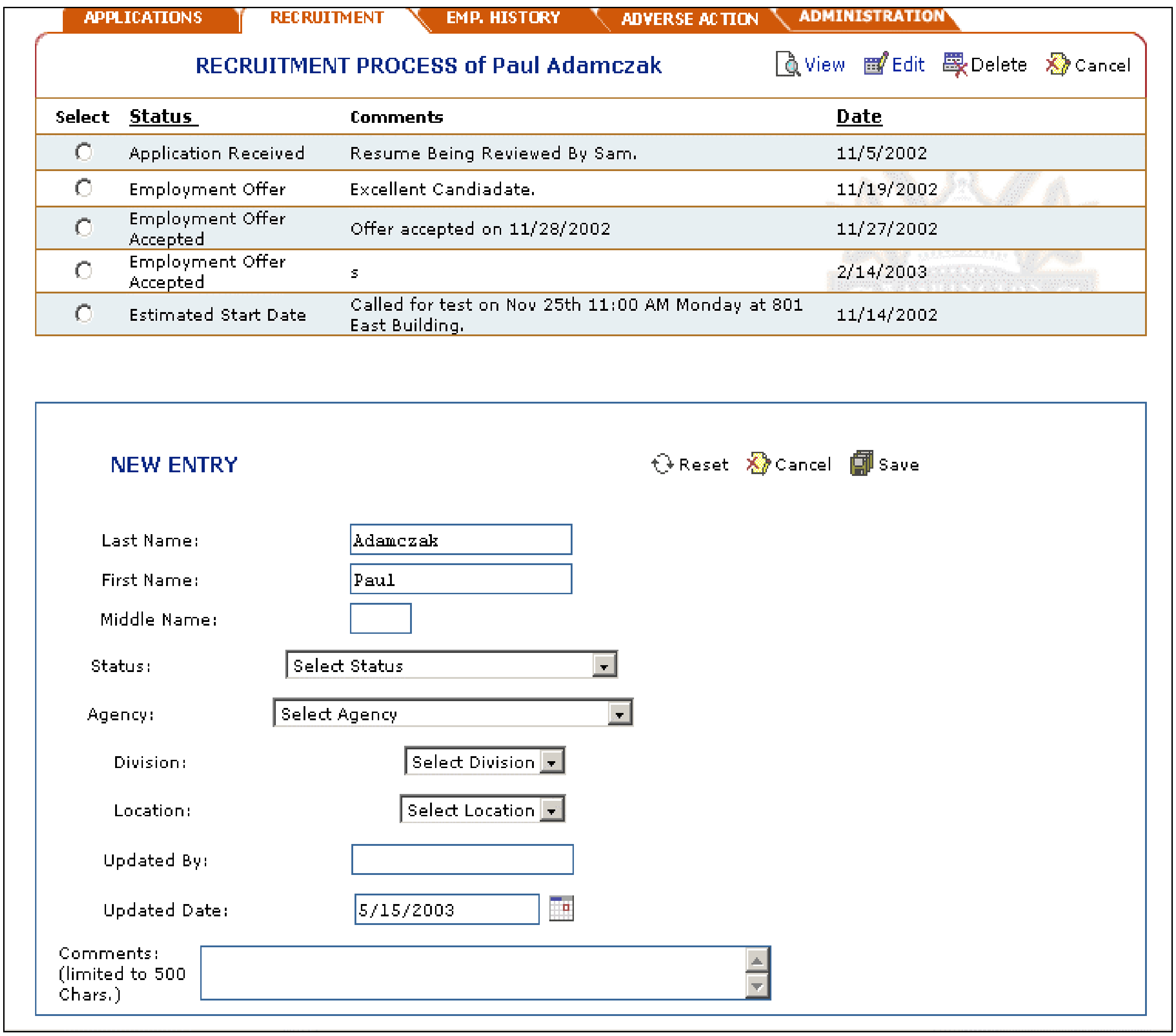
9.4 Manage Recruitment History

Once HR Personnel gets the application, there needs to be provision to allow the HR to track the application from "Application Received" till "Employment Offer Accepted".

You can select employment application (fig 9.1) and click on Recruitment tab to track the recruitment history.

HR Personnel can record each step in the recruitment process by selecting each step. All possible steps are shown in the status dropdown list.

For example, HR Personnel can select "Applicant Certified" status, and add this entry to the recruitment history. And once applicant interview conducted HR Personnel can record this entry by selecting "Interview Conducted" status and add this entry to the recruitment history.



9.5 Manage Employment History

Once an applicant is employed, there needs to be provision to allow the HR to track the employee history like promotions and salary history and etc.

You can select employment application (fig 9.1) and click on "Emp. History" tab to track the employment history.

HR Personnel can record each important step in the employment. All possible steps are shown in the status dropdown list.

For example, HR Personnel can select "Promoted" status, and add this entry to the employment history. It is also required to put new title/grade/step.

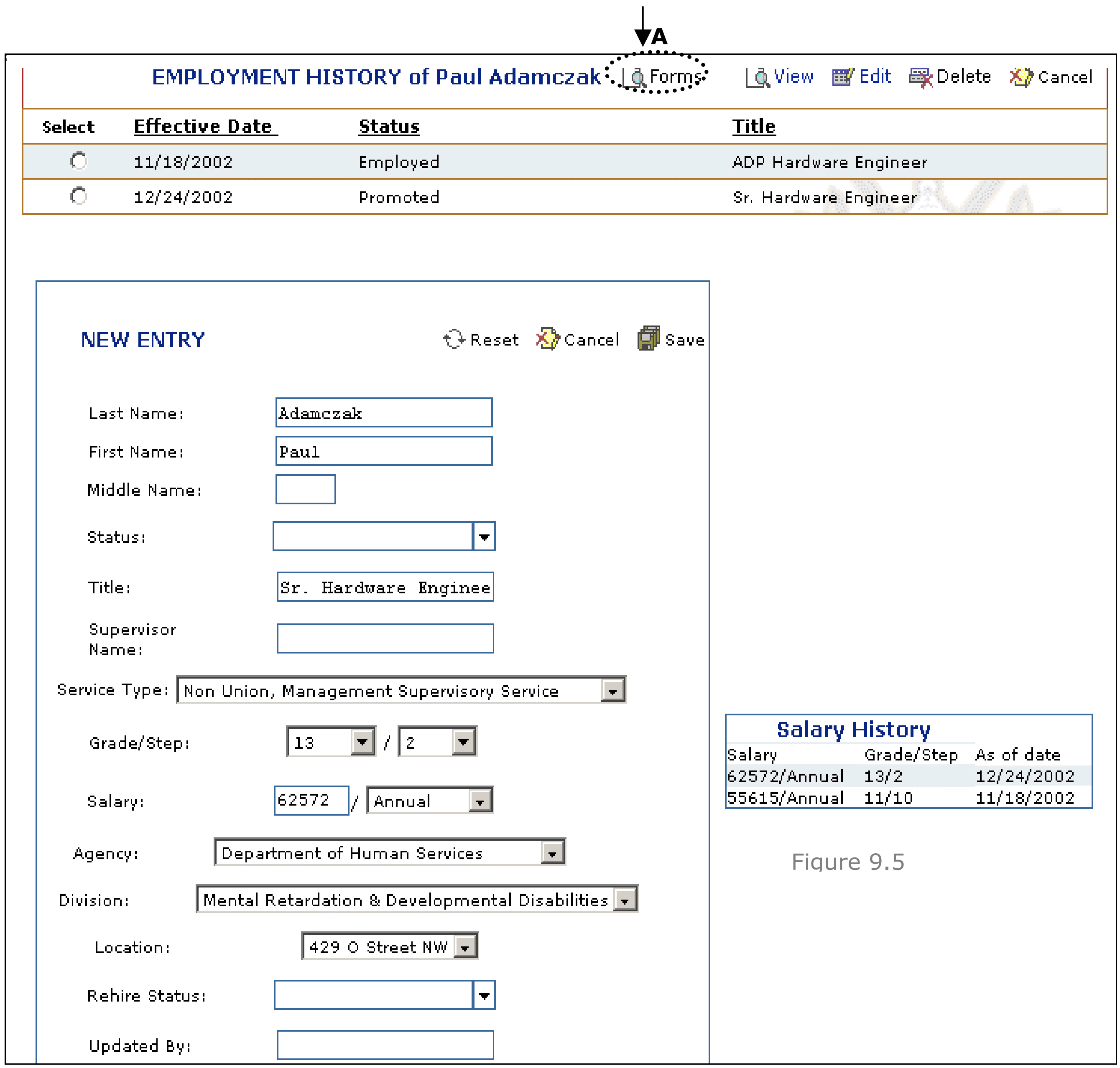


Figure 9.5

As part of employment tracking, HR would fill-up forms based on the need, (Form-27, Form-52, Form B-276) are online.

Click on 9.5 A, Forms link to get to the forms page. Click on "New" to select new form to fill-up and Save the information for employment tracking.

9.6 Manage Adverse Actions of Employee

It is important function of the HR to track the adverse actions of the employee.
The EMPIR System will check for the subject, action taken, offense category, date, and witness information to save an adverse action.

HR Personnel could add/modify/delete adverse actions of any employee.

Select an employee (fig 9.1) and click on "Adverse Actions" tab to manage/track adverse actions.

9.7 Register the employees on EMPIR and TIS systems

Once the applicant status is changed to "Employed", the EMPIR system prompts to register the employee on EMPIR and TIS systems. But also HR Personnel would have option to enroll at a later time.

In the fig 9.1, if the employee were not enrolled already, you would see the "Register" button; click to enroll at this time.

9.8 HR Ad-hoc Report

The EMPIR system is capable of generating report of employee information based on the combination of any/all of these data items.

- First/Last Name
- Employment Status
- Title
- Agency/Division/Location
- Grade/Step
- Offense/Action Taken
- Date of Hire

HR Personnel can go to the Administration tab of Human Resources module and click on Ad-hoc report to run this report.

9.9 Employee Summary Report

The EMPIR system is capable of generating employee summary report.
This report includes information like

- Basic demographics
- Resources assigned
- IT service requests
- Training information

HR Personnel can go to the Administration tab of Human Resources module and click on Summary report to view the employee summary report.

9.10 Administration

HR Personnel can administer the following sections.

- P.D. Admin
- Benefits%
- Agency-Locations

9.10.1 P.D. Admin

HR Personnel can go to the Administration tab of Human Resources module and click on P.D. Admin to go to the P.D. admin section.

Select P.D. that needs to be updated, edit the information and save to submit the changes.

Select P.D. that needs to be deleted, click on delete icon to delete from the EMPIR system.

9.10.2 Benefits%

HR Personnel can go to the Administration tab of Human Resources module and click on Edit to go to the Benefits % section. Edit the percentage, click on save to submit the changes.

9.10.3 Agency-Locations

HR Personnel can go to the Administration tab of Human Resources module and click on Agency-Locations to go to the Agency-Locations admin section.

The default screen of this section is, list of agency as shown in fig 9.10.3

Figure 9.10.3

Select Agency from the list, and click on Divisions to show-up the divisions of the agency.

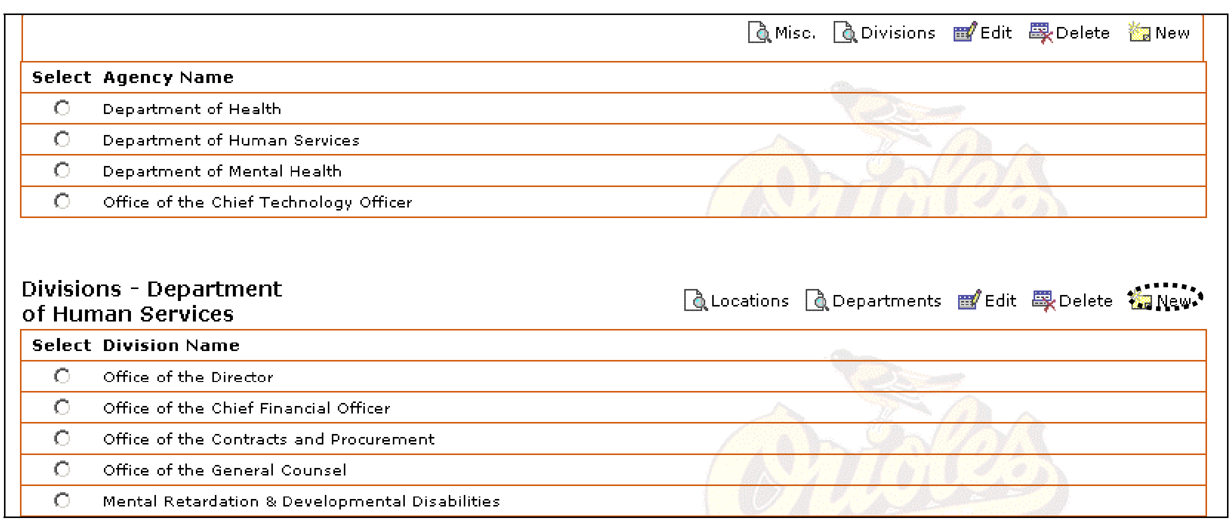


Figure 9.10.3.1

Click on New in the division section to add new division to the agency.

Similarly, Select the division and click on locations and departments to manage the respective sections.

10.0 Administration

The EMPIR Administration has several functions that would administer various parts of the EMPIR system.

- Manage Users
- Manage Assets
- Manage Service Calls
- Manage Reprographics Requests
- Manage Vendor
- Manage Asset Category
- Manage Supplies Category
- Manage Announcement
- Manage HW Resources List
- Manage File Guide of Documentation Tracking Form
- Manage Alerts
- Manage UIR
- Manage GSA Schedule
- Manage PD
- Manage Benefits%
- Manage Agency-Locations

10.1 Manage Users

(Administration module -> Employees Tab)
Administrator has access to add users to the EMPIR system to enable access to users.
Administrator has also access to delete/update/view the profile of the user.

10.2 Manage Assets

(Inventory module -> Assets Tab)
Administrator has access to add assets to the EMPIR system. This enables to track the assets.
Administrator has also access to edit/delete/view the asset information.

10.3 Manage Service Calls

(Administration module -> Service Calls Tab)
Administrator has access to add/delete/edit/view service calls.
Administrator can select user and click on "New Service Call" to add the service call of the user.
Administrator/Helpdesk Technician would input assigned to/date assigned/date completed information after the service call is completed to close the ticket.

10.4 Manage Reprographics Requests

Administrator has access to add/delete/edit/view reprographics requests

10.5 Manage Vendor

(Administration module -> Vendor Tab)
Administrator has access to add/delete/edit/view the vendor information.

10.6 Manage Asset Category

(Administration module -> Asset Cat. Tab)
Administrator has access to add/delete/edit/view the asset category.

10.7 Manage Supplies Category

(Administration module -> Supplies Cat. Tab)
Administrator has access to add/delete/edit/view the supplies category.

10.8 Manage Announcement

(Administration module -> Announcement Tab)
Administrator has access to update announcement. Once announcement is updated, the updated one would be seen on the announcement section of employee's homepage.

10.9 Manage HW Resources

(Administration module -> Misc. Tab)
Administrator has access to add/delete/edit/view hardware resource information. Once this information is updated, updated information is seen in the recruitment request screen.

10.10 Manage File Guide for Documentation Tracking Form

(Administration module -> Misc. Tab)
Administrator has access to add/delete/edit/view file guide information. These changes are reflected on Documentation Tracking Form.

10.11 Manage Alerts

(Administration module -> Misc. Tab-> Alerts)
Administrator has full access to Alerts. The following are different alert categories we have in EMPIR.

- Helpdesk Alerts
- Reprographics Alerts
- Recruitment Alerts
- Budget Alerts
- Advertisement Alerts
- Supplies Alerts
- UIR Alerts

For example, when a service call is submitted, everyone listed in the helpdesk alerts are notified about the request.

10.12 Manage UIR

(Administration module -> Misc. Tab)
Administrator has access to add/delete/edit/view unusual incidents on behalf of any user.

10.13 Manage GSA Schedule

(Administration module -> Misc. Tab-> H.R. Admin)
Administrator has rights to add/delete/edit/view GSA schedule information.

10.14 Manage P.D.

(Administration module -> Misc. Tab -> H.R. Admin)
Administrator has access to add/delete/edit/view PD information for HR usage.

10.15 Manage Benefits %

(Administration module -> Misc. Tab -> H.R. Admin)
Administrator has access to update benefits%, which would be reflected on recruitment requests.

10.16 Manage Agency Location

(Administration module -> Misc. Tab -> H.R. Admin)
Administrator has access to add/delete/edit/view agency-division-department-location information.